

# **POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

NL09602

6. OPM Certification No.

Reason for Submission

☒ Redescription  
☐ Re-establishment

☐ New  
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

ORLANDO, FL

5. Duty Station

ORLANDO, FL

E in (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☐ 1- Non-Sensitive ☐ 3- Critical Sensitive  
☒ 2- Noncritical Sensitive ☐ 4- Special Sensitive

13. Competitive Level Code

12-03

14. Agency Use

| 15. Classified/Graded by                          | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials   | Date |
|---|----------------------------|----------|-------------------|-------|------------|------|
| a. U.S. Office of Personnel Management            |                            |          |                   |       |            |      |
| b. Department, Agency or Establishment            |                            |          |                   |       |            |      |
| c. Second Level Review                            |                            |          |                   |       |            |      |
| d. First Level Review                             | CONTRACT SPECIALIST        | GS       | 1102              | 12    | DEC 4-5-95 |      |
| e. Recommended by Supervisor or Initiating Office |                            |          |                   |       |            |      |

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

 18. Department, Agency, or Establishment  
 DEPARTMENT OF THE ARMY

c. Third Subdivision

ACQUISITION/CONTRACTS (AC)

a. First Subdivision

STRICOM

d. Fourth Subdivision

b. Second Subdivision

DIRECTORATE FOR ACQUISITION (A)

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

J. RONALD FARR, DIVISION HEAD (AC)

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

D. L. CREECH, DIRECTOR FOR ACQUISITION (A)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS GS-1102; TS-71, 12/83

Typed Name and Title of Official Taking Action

JAMES M. SKURKA, DCO, STRICOM

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

| 23. Position Review    | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

Remarks

; POSITION IS AT THE FULL PERFORMANCE LEVEL (GS-1102-12)

BUS:7777

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-834-4265

Previous Edition Usable

5008-106

 OF 8 (Rev. 1-85)  
 U.S. Office of Personnel Management  
 FPM Chapter 295

## INTRODUCTION

This position is located in the Acquisition/Contracts Division under the Directorate for Acquisition of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). Mission includes cradle to grave Life Cycle Acquisition beginning with tech base programs and following through each phase of the acquisition process. The commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional/matrix organization and four program managers. STRICOM is co-located with the Naval Air Warfare Center Training Systems Division (NAWCTSD). Incumbent of subject position will have responsibility for all assigned contractual actions from program inception through contract closeout.

## MAJOR DUTIES

1. Negotiates new acquisitions and equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements, and contractor deficiencies. Reviews system and service acquisition requests to coordinate with appropriate acquisition approach throughout all phases of the contracting process to determine the articles or services to be acquired, reviews the specifications prepared by the Project Engineer to ensure their contractual adequacy, and determines if the schedule and specifications accurately define the articles and services set forth in the procurement request. Provides guidance for development of Acquisition Plans, Justifications and Approvals, and prepares Determinations and Findings usually requiring approval of higher authority. Prepares solicitations of the highest complexity (IFB, RFP (including Best Value), and RFQ), reviews proposals submitted for compliance with the requirements of the solicitation, and forwards them to the Project Manager for technical evaluation and to the cognizant DCMAO/DCAA office for audit evaluation. Prepares appropriate Business Clearance, obtains appropriate approvals, and negotiates independently with responsible offerors.

35%

2. Analyzes proposed costs, such as direct labor hours, overhead rates, proposed bills of material, and profit for purposes of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack, and/or defense, and basis for negotiation. Determines and incorporates the appropriate type of contract using firm-fixed price, fixed price with escalation, fixed price with incentive, cost-plus-fixed-fee, cost-plus-incentive-fee, cost-plus-award-fee, time and material, or multi-year contracts. Responsible for establishing the formula and sharing arrangements most advantageous to the Government in fixed-price incentive-type contracts. Obtains agreement between the prospective contractor and the government on other terms and conditions of a contract.

20%

3. Chairs pro-negotiation meeting with the assigned acquisition team to determine the Government's position for negotiation purposes. Conducts negotiations with the offeror(s) and recommends the award of a contract.

10%

4. Administers contracts from award through the point of contract closeout or termination. Reviews each contractor's performance for compliance with contractual requirements. Overall contract administration duties include: monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor officials and the Government project team. Evaluates such items as contractor's compliance with complex or unique contract term and conditions, price and delivery readjustments, excusable delays, mutual mistakes, etc., and evaluates entitlement of contractor claims arising out of disputes. Reviews contractor's progress to assure that contractor proceeds on schedule. If slippage is imminent, incumbent (with the assigned acquisition team) analyzes cause for delay, proposed new milestones, and impact of delays on remaining parts of the contract. Based on such analysis, incumbent is then responsible for independently negotiating all aspects of the contract which are affected by the delay (e.g., revised delivery schedule, progress payments, penalties, etc.). If the Government desires to terminate a contract for convenience or default, the incumbent prepares an analysis of the contractual situation, and briefs the appropriate contracting authority level.

35%

Performs other duties as assigned.

#### Factor 1. KNOWLEDGE AND SKILL REQUIRED BY POSITION

Knowledge and skill sufficient to procure system or services where significant aspects are not covered by existing and accepted contracting policy and methods.

Knowledge and skill sufficient to manage all contractual aspects of a complex or major program involving coordination of a number of contracts, numerous performance sites, devices or services. This requires long-range procurement planning, a thorough knowledge of program objectives, scheduling, and Interrelationships with other programs.

Knowledge and skill to interpret existing procurement policies, laws, regulations and legal precedence to unique problems.

Knowledge and skill of a wide range of contracting methods, policies, principles and contracts types necessary to plan and carry out long term preaward and post award actions.

Knowledge of detailed price/cost analysis techniques and basic accounting practices as they apply to contract proposal evaluation and contract administration. Knowledge of cost realism analysis techniques, principles and legal guidelines.

Knowledge of contract administration sufficient to monitor complex, long-term system or service contracts that require extensive monitoring of performance, day-to-day negotiations of significant contract changes, and rigid timeframes.

Knowledge of contract termination procedure.

Knowledge of contract claim and protest procedures including analyses/negotiation, as required.

Knowledge of contract types, methods and techniques including cost and incentive contracting, award fees, and proprietary rights and rights in data.

Knowledge and skill in best value source selection principles, techniques, regulations and legal precedence.

Skill in negotiation techniques to conduct contract negotiations and to meet and deal with high level business, industry, technical and Government personnel.

## Factor 2. Supervisory Controls

The supervisor sets the overall objectives and resources available. The town leader assigns work in terms of overall acquisition program to be accomplished. The employee and team leader, in consultation, develop the deadlines, projects and work to be accomplished. The employee plans and carries out the assignment. The employee initiates necessary coordination and resolves most conflicts that arise. The employee negotiates alone, but keeps the team leader informed of any unusual problem or required compromises. Keeps team leader and supervisor informed of general status of program especially any potential problems. Review of work is minimal and reviews are made to assure compliance with all legal and regulatory requirements.

## Factor 3. Guidelines

Guidelines would include the FAR, DFARS, FIMIR, NAPS, DOD and Navy directives and policy; local policy and procedures; DOL regulations and policy, GAO, ASBCA, Court of Claim decisions; and Public Law. Employee is responsible for developing and implementing procurement strategies for which little or no guidance exists. This would include the development of complex and difficult government positions in contract acquisition planning, negotiations, disputes, protests, and litigation. The employee must exercise initiative, resourcefulness, and experienced judgment in balancing multiple guidelines, regulations and legal precedence that apply to different aspects of a contract action or related actions. Examples of this would include responding to a Contractor's protest or claim based upon general basis of protest or claim, or development of new evaluation factors and criteria required to meet unique situations pertaining to a given acquisition.

## Factor 4. Complexity

The work involves coordination and management of all critical phases of the acquisition process, involving a wide variety of negotiation and administration tasks in support of acquisitions for major military training simulation system and service acquisitions.

Devised innovative contractual methods at each stage of the acquisition process. Decisions related to innovations in such areas as special clauses, acquisition strategy, and handling of complex contract administration issues. Work is characterized by such complexity as:

- Contracts are research and development and production of simulation systems, complex modifications of existing simulation systems, or service contracts which are characterized by time and material requirements, repair and maintenance of proprietary items and extensive administrative problems (e.g., long term contracts of 2 to 5 year and performance of services at multiple sites).

- Requirements involve new or unique equipment or technical services where there is a lack previous experience or competition or extensive subcontracting.

- Limited competition exists because of limited manufacturing capability, state-of-the-art equipment or similar conditions resulting in frequent sole source acquisitions for highly specialized programs with the attendant need for indepth cost analysis, audit and technical reports.

--Use of numerous contracts and contract types, including cost-plus incentive fee, cost-plus award fee, fixed-price incentive, time and materials, and various combinations thereof. Contracts are complicated by inclusion of special provisions covering Government Property, Government information and software, socioeconomic, environmental, and patent rights and data. Alternative acquisition approaches are frequently required (e.g., Best Value Source Selection).

--Changes in technical requirements, design concepts, or manufacturing processed during the course of the contract as a result of production schedules of the devices being geared to the production of the equipment being simulated. Thus, any significant changes to the operations equipment during production requires a corresponding change in the simulation systems. This requires extensive sole source negotiations and revision to the original contractual document to incorporate these changes.

Decisions involve analysis, and negotiations regarding modification of contract term and conditions, evaluation of contractual progress, and identification and solution of problem involving the group of contracts assigned. The Contracts are in some cases complicated by the lack of previous cost history and, the involvement of numerous contractors and subcontractors.

#### Factor 5. Scope and Effect

The primary purpose of this position is to plan, negotiate and administer, as contract specialist, the acquisition of self-contained, highly sophisticated, technologically advanced training systems, such as simulated tactical engagement systems and battle field warfare simulators. Acquisitions for other than training include applied research, instructional system development and support, maintenance and operation and other services. Recommendations and commitments frequently carry contracting officer authority for actions involving sizable expenditures of staff, funds and material.

The work performed and the decisions that are made have a significant impact on DOD and other sponsor missions affecting the readiness posture of the U.S. military. The lack of this equipment or its availability results in either a lack of training capability or the use of actual equipment of training, which is neither cost effective nor, in some cases, totally unsafe for training purposes.

#### Factor 6. Personal Contacts

The incumbent has extensive personal interface with Government managerial and technical personnel. Coordination with these personnel is required from initial planning stages through formal contract negotiations, contract award, contract administration and contract closeout. Contacts are with contractor's officials (e.g., Vice-Presidents, Contract Managers, and Comptrollers), and with agency specialists, such as auditors, attorneys, engineers, and small business representatives. Contacts are generally established in a moderately unstructured setting with the roles and authorities of the parties varying with each contact being defined at each contact. The employee must establish the ground rules for the meeting.

#### Factor 7. Purpose of Contacts

Contacts are to obtain agreement on previously determined goals and objectives through negotiation, persuasion and advocacy. The individuals or groups contacted are frequently uncooperative, have different objectives or represent divergent interests. The employee must be skillful in dealing with such persons to obtain the desired result. Contacts involve acquisition planning and approvals, contract negotiations, contract administration and Government functions both internal and external to the command. Examples are working with program managers to develop acquisition strategy; leading negotiations with contractor personnel to meet pre-established objectives; working with contractor personnel to correct performance deficiencies

or modify the contract to meet changing program objectives; training of junior personnel; and justifying contractual approaches for review and approval. Contact will also result from participation in Government groups formed to examine internal processes, procedures, policies and strategic plans.

#### Factor 8. Physical Demands

The employee's work is sedentary in nature.

#### Factor 9. Work Environment

Although the majority of the work is performed in an office setting, the employee visits contractor plants to review equipment and production runs and to evaluate progress and performance. During these visits, the employee is in close proximity to electrical/industrial machinery and must exercise safety precautions.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 091402201**

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."